

2007 One Time Special Funding Initiative Application Kit

INTRODUCTION

This application kit is issued to solicit applications for the 2007 One Time Special Funding Initiative through the Juvenile Accountability Block Grant (JABG) Program.

The goal of this funding initiative is to provide Units of Local Government and State Agencies with an opportunity to apply for funds to address identified juvenile justice needs or enhance existing juvenile justice programs or activities. Units of Local Government and State Agencies may submit only one application. A Detention Commission is considered a Local Unit of Government.

The award period is from April 1, 2007, to June 30, 2007. Funds awarded for this initiative must be utilized only within the budget categories of Consultants, Travel, Equipment, and Supplies. Examples may include training of staff, upgrading equipment and upgrading security. Funds will not be awarded for the budget category of Personnel. Awards will be considered on a competitive basis. Applicants must address all key components outlined in the following pages to be eligible for consideration. Only applicants that have satisfied the criteria listed in the following pages will be considered for an award of funds.

The application kit for this initiative will be available online on the DCJS web site:

<http://www.dcjs.state.va.us/juvenile>. This link will provide you with the opportunity to apply and submit your application online.

Juvenile Accountability Block Grant

Awards are available up to \$10,000 to Units of Local Government and State Agencies. For the purposes of JABG, juvenile offenders are defined as juveniles, age 17 and younger that have been adjudicated delinquent. JABG funds cannot be used for prevention activities, or for youth who have solely been designated as a Child in Need of Services (CHINS), or a Child in Need of Supervision (CHINSup), or Status Offenders.

The JABG program provides that federal funds may not exceed 90% of total program costs and a 10% cash match is required. For this initiative, DCJS will provide the required match. The total amount awarded will include the 10% match but will not exceed an award amount of \$10,000.

Funds may be requested in advance and **MUST** be submitted in advance and no later than June 15, 2007. Award recipients will be expected to complete and return a Reconciliation of Expenditures, along with supporting documentation for each expenditure (i.e., receipts, invoices) and return any funds not expended in the way itemized in your request by July 15, 2007.

For the purposes of this initiative, JABG funds can be used only to support identified juvenile justice needs or to enhance existing juvenile justice programs and services that relate to the following 16 JABG Program Purpose Areas.

1. Developing, implementing, and administering graduated sanctions for juvenile offenders.
2. Building, expanding, renovating, or operating temporary or permanent juvenile corrections or detention facilities, include training of personnel.
3. Hiring juvenile court judges, probation officers, and court-appointed defenders, special advocates and funding pretrial services for juveniles (including mental health screening and assessment) for juvenile offenders, to promote the effective and expeditious administration of the juvenile justice system.
4. Hiring additional prosecutors so that more cases involving violent juvenile offenders can be prosecuted and backlogs reduced.
5. Providing funding to enable prosecutors to address drug, gang, and youth violence problems more effectively and for technology, equipment, and training to assist prosecutors in identifying and expediting the prosecution of violent juvenile offenders.
6. Establishing and maintaining training programs for law enforcement and other court personnel with respect to preventing and controlling juvenile crime.

7. Establishing juvenile gun courts for the prosecution and adjudication of juvenile firearms offenders.
8. Establishing drug court programs to provide continuing judicial supervision over juvenile offenders with substance problems and to integrate administration of other sanctions and services for such offenders.
9. Establishing and maintaining a system of juvenile records designed to promote public safety.
10. Establishing and maintaining interagency information-sharing programs that enable the juvenile and criminal justice systems, schools, and social services agencies to make more informed decisions regarding the early identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal acts.
11. Establishing and maintaining accountability-based programs designed to reduce recidivism among juveniles who are referred by law enforcement personnel or agencies.
12. Establishing and maintaining programs to conduct risk and needs assessments of juvenile offenders that facilitate effective early intervention and the provision of comprehensive services, including mental health screening and treatment and substance abuse testing and treatment, to such offenders.
13. Establishing and maintaining accountability-based programs that are designed to enhance school safety.
14. Establishing and maintaining restorative justice programs.
15. Establishing and maintaining programs to enable juvenile courts and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism.
16. Hiring detention and corrections personnel and establishing and maintaining training programs for such personnel, to improve facility practices and programming.

Please indicate the amount of funds to be used in the identified program purpose area(s).

GENERAL SUBMISSION REQUIREMENTS AND FUNDING PROHIBITIONS

Applications must address all requirements to be eligible for consideration.

1. Only Units of Local Government and State Agencies are eligible to apply for this initiative. Private, non-profit agencies may conduct projects only under contract with a Unit of Local Government or State Agency. Multi-jurisdictional applications will be considered.
2. Units of Local Government and State Agencies may only submit one application.
3. The Chief Executive Official (City Manager or County Administrator) of the sponsoring Unit of Local Government or State Agency head must sign the application if not submitted online. If an application is submitted online, **there is a certification statement that must be checked to provide assurance to DCJS that the application has been submitted with approval of the City Manager, County Administrator or State Agency Head.**
4. Prior to submission to DCJS, applications involving a local Court Service Unit must include a review by the Central Office of the Virginia Department of Juvenile Justice.
5. All applicants must comply with the *Code of Virginia* and any standards applicable for projects of the type being requested.
6. All requests must be clearly justified and directly relate to identified juvenile justice needs and/or existing juvenile justice programs or activities.
7. The recipient agrees to comply with the Virginia Public Procurement Act in making purchases for goods and services with these funds.
8. Funds from this initiative cannot be used to replace federal, state or local funds that would, in the absence of these funds, be made available for the same purpose(s).
9. All funding is subject to the availability of federal funds.
10. The award period will be April 1, 2007 through June 30, 2007. Expenses for activities that occur before April 1, 2007 and after June 30, 2007 will not be allowed.
11. Only one reimbursement request per award may be submitted.
12. A final performance report on mandated measures and a financial report with a brief expenditure narrative are required.

13. Funds cannot be used for construction, renovation or land acquisition.
14. Applications for funding may be submitted electronically or by hard copy. All applications must be submitted on DCJS forms. Paper applications must have one original and one (1) copy. Applications will not be accepted by facsimile. It is not necessary to submit application(s) via postal mail if it has been submitted online.
15. To apply and submit application online, go to <http://www.dcjs.state.va.us/juvenile>.
16. Applications must meet all requirements when submitted or they will not be considered. DCJS will not attach special conditions to awards to correct flaws in the submissions. No individual conditions will be allowed.
17. Completed applications must be received by **12:00 PM (noon), on Monday, February 12, 2007** at the Department of Criminal Justice Services office located at 202 N. 9th Street, 5th Floor, Richmond, Virginia 23219. **Responses submitted by fax will not be accepted. Applications can be submitted electronically by completing the on-line form at <http://www.dcjs.virginia.gov/juvenile>. Applications submitted online must meet the same deadline of 12:00 PM (noon), on Monday, February 12, 2007. Applications not meeting the deadline will not be considered.**

DCJS CONTACTS

Questions regarding One-Time Special Funding applications should be directed to Kathy Moore (804) 786-0092 or kathleen.moore@dcjs.virginia.gov.

INSTRUCTIONS FOR COMPLETING JABG ONE-TIME SPECIAL FUNDING APPLICATION 2007

Face Sheet

Grant Program	JABG One-Time Special Funding.
Applicant Jurisdiction	Official name of the Unit of Local Government or State Agency submitting the application.
Jurisdiction(s) Served	List all Units of Local Government served; if Statewide, reflect as "Statewide."
Program Title	The applicant's name for the project.
Time of Performance	The award period begins April 1, 2007 and ends June 30, 2007. Expenses for activities that occur before April 1, 2007 and after June 30, 2007 will not be allowed.
Project Director	The person who will have day-to-day responsibility for managing the project.
Project Administrator	The person who has authority to formally commit the Locality or State Agency to comply with all the terms of the award. This must be the city, county or town manager or the Chief Elected Officer of the locality or State Agency head. If someone other than the manager or Chief Elected Officer has been delegated the authority to sign, and signs the award, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.
Finance Officer	The person who will be responsible for fiscal management of the funds.
Brief Description	A short description of the project that the application represents and the purpose of the requested funds. A maximum of 50 words is allowed.
Project Budget Summary	Total figures from budget categories.

Form A (Narrative)

Use attached format. Goals and objectives must be clear. Proposed activities must clearly identify what is to be accomplished. In relationship to existing program needs section, please describe how the intended program fits within existing efforts.

Form B (Budget Summary)

Specify the category of funding request. Describe the exact items/services to be purchased and justify the cost basis of the request. Consultant costs may not exceed \$450.00 per day.

2007 ONE TIME SPECIAL FUNDING APPLICATION FACE SHEET

Grant Program: JABG One-Time Special Funding

Applicant Jurisdiction or State Agency: _____

Jurisdiction(s) Served: _____

Program Title: _____

Time of Performance: Beginning Date: April 1, 2007 Ending Date: June 30, 2007

	PROJECT DIRECTOR	PROJECT ADMINISTRATOR	FINANCE OFFICER
Name:	_____	_____	_____
Title:	_____	_____	_____
Address:	_____	_____	_____
	_____	_____	_____
Phone:	_____	_____	_____
Fax:	_____	_____	_____
E-Mail:	_____	_____	_____

If application is submitted via postal mail, signature of the City Manager, County Administrator or State Agency Director is required.

_____	_____
Signature	Title

Please check here if application is being submitted online:

☐ **This is to certify that the City Manager, County Administrator or State Agency Director has approved this application.**

Brief Project Description (max 50 words):

A. Project Budget Summary:		Amount requested
Consultants		_____
Travel and Subsistence		_____
Equipment		_____
Supplies & Other Expenses		_____
TOTALS		_____

ONE TIME SPECIAL FUNDING APPLICATION FORM A (NARRATIVE)

a. JABG Program Purpose Area (max 15 words):

b. Goals/ Objectives/ Proposed Activities (max 250 words):

c. Relationship to Existing Program Needs (max 250 words):

d. Performance Measures:

Applicants must submit data/information that will be collected at the program level to measure specific outputs and outcomes that the programs are designed to achieve. The Office on Juvenile Justice and Delinquency Prevention (OJJDP) requires subgrantees to report all mandatory outputs and outcomes based on the specific program areas. Additionally, each subgrantee must report on two non-mandatory output measures and two non-mandatory outcome measures. Applicants must submit a logic model for their proposed program stating the Program Area selected. To select a program area and logic model design that best fits your need please visit www.dsgoline.com. Report cumulative data that is collected October 1, 2006, through September 30, 2007, due to DCJS no later than November 15, 2007.

ONE TIME SPECIAL FUNDING APPLICATION FORM B (BUDGET SUMMARY)

Category and Description	Amount Requested
Equipment (max 100 words):	
Travel (max 100 words):	
Consultants: (Consultant costs may not exceed \$450.00 per day) (max 100 words)	
Supplies/Other Expenses (max 100 words):	
Total Budget	

Purpose Area Budgets

Organization Name:	
Federal Award Amount:	
Project Title:	
Subgrantee Number	

	Purpose Area	Amount
1.	Developing, implementing, and administering graduated sanctions for juvenile offenders	
2.	Building, expanding, renovating or operating juvenile detention or correctional facilities	
3.	Hiring of judges, probation officers, defenders special advocates and funding of pretrial services, including MH screening and assessment	
4.	Hiring of prosecutors	
5.	Helping prosecutors to address drug, gang, and violence problems, solving technology, equipment, and training	
6.	Training for law enforcement and other court personnel	
7.	Juvenile gun courts	
8.	Juvenile drug courts	
9.	Juvenile records system	
10.	Establishing and maintaining interagency information-sharing systems	
11.	Accountability based programs designed to reduce recidivism	
12.	Risk and needs assessment of juvenile offenders, MH, drug, screening and assessment	
13.	School safety	
14.	Restorative justice	
15.	Juvenile courts and juvenile probation officers	
16.	Detention and corrections personnel	
17.	Reentry	